

**Minutes of the Public Works Committee  
October 2, 2014**

Chair David Swan called the meeting to order at 8:32 a.m.

**Committee Members Present:** County Board Supervisors David Swan (Chair), Steve Whittow, Kathleen Cummings, Robert Kolb, Richard Morris, Carl Pettis and Keith Hammitt.

**Also Present:** County Board Chief of Staff Mark Mader, Administrative Specialist Karen Phillips, Business Manager Betsy Forrest, Budget Management Specialist Bill Duckwitz, Architectural Services Manager Dennis Cerreta, Director of Public Works Allison Bussler, Engineering Services Manager Gary Evans, Fleet Manager Bob Rauchle, Airport Manager Kurt Stanich, Highway Operations Manager Pete Chladil, Building Operations Manager Shane Waeghe, Wisconsin Coach Lines President Tom Dieckelman, Waukesha Metro Transit Director Brian Engelking, Architectural Services Manager Dennis Cerreta, Waukesha Metro Director of Administration Kari Bloedow and Senior Civil Engineer Bruce Barnes.

Bussler distributed and reviewed a handout titled “Department of Public Works 2015 General Fund/Transportation Fund Budget Overview”.

Kolb arrived at 8:36 a.m.

**Discuss and Consider the 2015 Operating Budget for Public Works – Transit Services**

Bussler, Engelking, Bloedow and Forrest were present to discuss the 2015 Transit Services budget as outlined on pages 337-339 of the County Executive budget. There are no major changes in the overall budget. The 2015 operating expense budget reflects a consistent level of transit service as compared to the service in the 2014 budget. There are no fare increases planned in the 2015 budget.

Engelking noted that ridership estimates for the 2014 and 2015 budgets are lowered on routes impacted by the zoo interchange construction. However, the rides per revenue hour continue to exceed the standard benchmark of 10.0 for all routes (except the federally mandated paratransit service route). Possible opportunities to implement evolving transit technologies were discussed. Engelking confirmed that Google Transit was made available for Waukesha Metro Transit users within the last year.

**MOTION:** Hammitt moved, second by Morris to approve the 2015 Transit Services budget as presented. Motion carried 7-0.

**Discuss and Consider the 2015 Operating Budget for Public Works**

Bussler and staff were present to review the 2015 operating budget for the Department of Public Works. Bussler provided an introduction and overview of the budget planning process and general highlights, noting there are no major changes in the overall budget. Bussler reviewed each of the 12 objectives as outlined in the 2015 County Executive budget. Regarding objective 11, a pilot program to examine extending the life of patrol trucks by one year, Bussler stated a full report would be presented later this year after the trucks auction values are known.

Bussler continued with a comprehensive review of the Public Works Department funds as outlined in the budget book:

General Fund Programs

- Architectural Services/Property Management – The position budget includes the abolishment of the Architectural Services Manager position to be replaced with a Construction Project Supervisor position. Bussler noted that Cerreta is retiring next year.
- Building Improvement Plan – The position budget includes the abolishment of a Facilities Supervisor position, partially offset by the creation of a Maintenance Mechanic III position.
- Energy Consumption
- Facilities Maintenance
- Housekeeping Services
- Administrative Services

Airport Operations Fund – Loss of revenue is anticipated in 2015 due to the shutdown during runway construction (May 2 through August 15).

Transportation Fund Programs

- County Operations
- State Highway Operations
- Engineering
- Traffic Control
- Permit Processing – Notable increases in rates for access permits were discussed. Swan requested a technical revision in the Access Permits chart to further clarify “permit fee without culvert” and “permit fee with culvert” by including the word “installation”. Bussler explained this chart is an extreme summary and specifications are spelled out more clearly on the permit applications.

Central Fleet Maintenance Fund – A decrease in personnel costs is due to the abolishment of a vacant Mechanic position and the creation of an Administrative Assistant position.

- Repair & Maintenance
- Central Fueling

Vehicle/Equipment Replacement Fund

- Vehicle Replacement Plan
- Five Year Replacement Plan

MOTION: Morris moved, second by Hammitt to approve the 2015 operating budget for the Department of Public Works. Motion carried 7-0.

**Correspondence**

- Letter from WCA President Willie Johnson, Jr. to Dave Swan appointing him to serve on the 2014-2015 WCA Transportation and Public Works Steering Committee

**Executive Committee Report of September 22, 2014**

Swan gave a summary of the items discussed at the Executive Committee meeting of September 22, 2014.

- Department of Health and Human Services building construction-change order audit
- Ordinance 169-O-056 pertaining to an adjustment to library tax levy distribution formula for 2015 budget year was approved
- Update on management of Waukesha County’s Revolving Loan Program

- Update on 2014 Wisconsin Counties Association Annual Conference
- Review of the 2015-2019 capital projects plan with emphasis on technical revisions, amendments or additions
- Resolution 169-R-004 pertaining to adoption of the five-year capital projects plan was approved

**Future Meeting Date**

- October 16, 2014

MOTION: Hammitt moved, second by Whittow second, to adjourn the meeting at 11:59 a.m. Motion carried 7-0.

Respectfully submitted,

Kathleen M. Cummings  
Secretary